

MEMORANDUM

TO: DCA Board Members, FY 2012 State Recipients' and RC Executive Directors
FROM: Brian Williamson, Assistant Commissioner
DATE: September 5, 2012
SUBJECT: Community Development Block Grant Recipients' Workshop

The Georgia Department of Community Affairs will be conducting the FY 2012 Recipients' Workshop on September 27 – 28, 2012 at The Wyndham Peachtree Conference Center in Peachtree City Georgia, 2443 Highway 54 West, Peachtree City, Georgia 30269.

The workshop is designed to provide CDBG Recipients with a broad overview of the program management requirements and a more detailed briefing on compliance areas such as Civil Rights, Fair Housing, Contracts, Environmental Review, Labor Standards, Financial Management and Administration. Also, a copy of the Recipients' Manual and other valuable information will be distributed during the workshop.

There will be a **\$150.00** registration fee for those attending both days. A late charge of **\$20.00** will apply for registrations received after **September 18, 2012**. This fee is an eligible expense for CDBG and may be charged to your grant. Recipients are strongly urged to have adequate representation at the workshop. Staff responsible for the day-to-day administration of the program should attend both days of the workshop.

Mayors and County Commission Chairs who will not be involved in the day-to-day administration of the grant program may choose to only attend the second day of the workshop for the general session and the grant award presentation. The cost for attending the second day only is **\$85.00**. A late charge of **\$20.00** will apply for registrations received after **September 18, 2012**.

A block of rooms has been reserved at the Wyndham Peachtree Conference Center for workshop attendees at the **group rate of \$77.00**. Reservations must be made by **September 10, 2012** in order to guarantee a room at the group rate. For hotel reservations, please call **770-486-3318 or 1-800-996-3426**.

If you have any questions or need additional information, please contact Lisa Smith at (404) 679-5276 or Crystal Shelly at 404-679-1582. We look forward to seeing you at the workshop.

To register for the workshop, please go to: www.dca.ga.gov/communities/CDBG/index.asp.

Enclosure: Agenda